



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-2884

December 6, 2001

## INSPECTOR GENERAL INSTRUCTION 5230.1

SUBJECT: Contact With the News Media

References: See Appendix.

**A. Purpose.** This Instruction establishes policies and procedures, and assigns responsibilities within the Office of the Inspector General, Department of Defense (OIG, DoD), concerning contact with the news media.

**B. Applicability.** This Instruction applies to the offices of the Inspector General; the Deputy Inspector General; the Assistant Inspectors General; the Director, Administration and Information Management; the Director, Departmental Inquiries; the Director, Intelligence Review; all OIG, DoD, assigned staffs and offices; and, as appropriate, the Office of the Deputy General Counsel (Inspector General) (ODGC, IG). For purposes of this Instruction, these organizations are referred to collectively as OIG components.

**C. Policy.** It is OIG, DoD, policy to comply with DoD policy in that:

1. Accurate and timely OIG, DoD, information is made available to the news media to help the public to understand the OIG, DoD, mission and the results of OIG, DoD, activities.
2. The OIG, DoD, information intended for release to the news media that is of significant concern to the DoD is reviewed by the OIG Component Heads and the OIG Front Office before release.
3. Release of OIG, DoD, information is consistent with established Federal, DoD, and OIG, DoD, regulations, policies, and programs.

**D. Discussion.** This Instruction provides general guidelines concerning information (gathered as a result of OIG, DoD, operations) that is of such significance that national-level media attention is expected. Contact with the media or requests for release of information of this type to the media must be reported through the OIG, DoD, chain of command to the OIG Front Office immediately, and before such information is released. The OIG Component Heads will also report when proactive measures to publicize the results of OIG, DoD, activities are being planned.

### **E. Definitions**

1. Information. Communication or representation of knowledge such as facts, data, or opinions in any medium or form pertaining to OIG, DoD, activities.
2. National level media coverage. Pertains to those OIG, DoD, investigations, audits, reviews, or evaluations that may be expected to generate national media attention. This could include, but is not limited to, matters of known media or congressional interest, involvement of high level military and

civilian officials, and OIG, DoD, matters where related media coverage could come to the attention of the Secretary of Defense or other senior officials.

**F. Responsibilities**

1. Each **OIG Component Head** shall:
  - a. Be responsible for all matters involving component contact with the news media.
  - b. Be responsible for notifying the OIG Front Office before releasing information to the media that may generate national-level media coverage or draw significant attention to the Department.
  - c. Consider whether OIG, DoD, information proposed for release to the news media is protected by Freedom of Information Act (FOIA) exemptions or Privacy Act (PA) considerations, and coordinate with the FOIA/PA Branch, Office of Administration and Information Management (OA&IM), and the ODGC(IG) as necessary for compliance with references f, g, and h.
  - d. Coordinate with the Office of the Assistant Secretary of Defense for Public Affairs (OASD (PA)) on significant media matters after notification is made to the OIG Front Office.
  - e. Ensure component employees are informed of and comply with OIG, DoD, policy and procedures involving matters with the public and the media.
  - f. Take proactive measures to publicize the results of OIG, DoD, activities, as appropriate.
  - g. Coordinate with OIG, DoD, security personnel, as appropriate, wherever there is a question involving information proposed for release to the media that is derived from classified or possibly classified material.
  - h. Ensure component internal procedures and guidelines regarding contact with the media are consistent with the guidance contained in this Instruction and do not conflict with policy guidance contained in references a through k.
2. All **OIG, DoD, Employees** shall:
  - a. Comply with the policy and procedures in this Instruction and with the references listed in the Appendix.
  - b. Immediately report to the supervisor all contact with the news media, including all requests from the news media for release of information.
  - c. Not disclose or release any information or make comment regarding any open/active OIG, DoD, investigation, audit, review, or evaluation without prior approval of the OIG Front Office.

**G. Effective Date.** This Instruction is effective immediately.



Robert J. Lieberman  
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Appendix – a/s

**APPENDIX  
REFERENCES**

- a. DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996, Administrative Reissuance Incorporating Change 1, July 15, 1999
- b. DoD Directive 5400.13, "Joint Public Affairs Operations," January 9, 1996
- c. DoD Instruction 5400.14, "Procedures for Joint Public Affairs Operations," January 22, 1996
- d. DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," August 6, 1999
- e. DoD Directive 5122.5, "Assistant Secretary of Defense for Public Affairs," September 27, 2000
- f. DoD 5400.11-R, "Department of Defense Privacy Program," August 1983
- g. DoD 5400.7-R, "DoD Freedom of Information Act Program," September 1998
- h. IGDINST 5400.7, "Office of the Inspector General Freedom of Information Act Program (FOIA) Program," June 5, 2001
- i. Section 1102 (c), Title 10, United States Code
- j. DoD 5200.1-R, "Information Security Program," January 1997
- k. IGDR 5545.1, "Participation in Congressional Activities," July 18, 1994